

TIFA

SEPTEMBER 21, 2023

AGENDA

TIFA LLC MEETING AGENDA
September 21, 2023
11:00 a.m.
MEETING LOCATION
CITY OF TITUSVILLE
CITY HALL, COUNCIL CHAMBER, SECOND FLOOR
555 S. WASHINGTON AVENUE – TITUSVILLE, FLORIDA
Call in Number:
(US) 1-877-304-9269 (PIN: 480560)

Roll Call

Action Items

- I. Approval of the Minutes of the TIFA LLC Meeting August 17, 2023 (Presenter: Jeremy Lebrun)
- II. Ratification of Agreement with AECOM for the TIFA Area IV Wellfield Operational Resiliency Study
- III. Review and Discussion of Increasing Credit Card Spending Limits & Increasing GMS Approval Amounts

Financial Items and Reports

- IV. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy Lebrun)

Staff Reports / Informational Items

Other Business

Public Comment

Next Scheduled Meeting

Open Items

Adjournment

Any person who decides to appeal any decision of the TIFA Members with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

TIFA desires to accommodate persons with disabilities. Accordingly, any physically handicapped person, pursuant to Chapter 286.26 Florida Statutes, should, at least 48 hours prior to the meeting, submit a written request to the chairperson that the physically

handicapped person desires to attend the meeting.

FIRST ORDER OF BUSINESS

Date: September 21, 2023

To: TIFA LLC Management Committee

From: Sarah Sweeting, GMS, LLC

Subject: Approval of Minutes – August 17, 2023 TIFA LLC Meeting

Summary Explanation & Background: The draft minutes of the August 17, 2023 TIFA LLC meeting were previously circulated for review. The minutes of the TIFA LLC meeting are presented for review and approval. Since the draft minutes were circulated, on August 23, 2023 comments were received from Farnton Water Resources / Miami Corporation. No other comments have been received.

Source of Funds: This action requires no funds.

Minutes of TIFA LLC Meeting
August 17, 2023
11:00 a.m.
City Hall Council Chamber, Second Floor
555 S. Washington Avenue
Titusville, Florida

Persons in Attendance

Robbie E. Lee, Jr., Miami Corporation Management, LLC, TIFA Management Committee Member
Jim Ball, City of Titusville, TIFA Management Committee Member
Kevin Cook, City of Titusville, Public Works Director
Gene DeMayo, City of Titusville
Helen Hutchens, Farmton Water Resources (by telephone)
Jeremy LeBrun, GMS LLC

Jeremy LeBrun conducted the meeting.

Roll Call

Action Items

I. Approval of the Minutes of the TIFA LLC Meeting of July 20, 2023 (Presenter: Jeremy LeBrun)

Member Ball moved to approve the July 20, 2023 meeting minutes as presented. Member Lee concurred and the motion passed.

II. Ratification of Agreement with AECOM for the TIFA Area IV Wellfield Operational Resiliency Study
This item tabled.

Financial Items and Reports

III. Ratification of Expenses Paid from Operating Account and Request for Reimbursement (Presenter: Jeremy LeBrun)

Member Lee moved to ratify the expenses paid from the operating account and request for reimbursement in the amount of \$11,890.82. Member Ball concurred and the motion passed.

Staff Reports/Informational Items

Other Business

Ms. Hutchens: It has been brought to our attention that the credit card limits for city staff to purchase parts for the wellfield needs to be increased. We have reached a point where the parts costs have exceeded the credit card limit. We will come back to the next meeting with a recommendation for that credit card limit. We will not only need to increase the credit card limit but to increase the capacity for GMS to pay those bills.

Public Comment

Next Scheduled Meeting

The next meeting will be scheduled for September 21, 2023.

Open Items

Adjournment

Member Ball moved to adjourn the meeting at 11:10 a.m. Member Lee concurred and the meeting adjourned.

FOURTH ORDER OF BUSINESS

TIFA LLC
INVOICE APPROVAL BY MANAGERS

WHEREAS, the undersigned are the duly appointed and acting Managers of TIFA LLC, which operates pursuant to that certain Limited Liability Company Operating Agreement of TIFA LLC dated May 24, 2010 (“Operating Agreement”); and,

WHEREAS, at a duly called and noticed public meeting of the Managers as indicated below, the undersigned approved the contract and/or authorized the expenditure as indicated below, and further authorized the managers to execute the Invoice Approval by Managers form reflecting such authorized expenditures in order to process payments.

Previous Authorizations

TIFA Meeting Date	Approved	Total Contract or Expenditure Authorized
9/21/2023	Imprest Account Reimbursement from Depository Account	See Attached

NOW, THEREFORE, the Managers of TIFA LLC, based upon the previous TIFA authorizations, approve the following payments:

Invoice Description	Total Amount	Pursuant to Previous TIFA Authorization Date	Invoice Payment
Transfer to imprest account at Northern Trust ending *8866	\$23,111.95	9/12/2023	To be Paid by TIFA upon this approval

Except as otherwise set forth herein, defined terms shall have the meaning set forth in the Operating Agreement. This Action may be executed in several counterparts, and all counterparts so executed shall constitute one Approval binding on all parties.

IN WITNESS WHEREOF, the undersigned represent and warrant that each is the duly authorized and appointed agent of TIFA LLC.

Robert E. Lee, Manager

Jim Ball, Manager

Date: _____, 2023

Date: _____, 2023

TIFA LLC
Check Detail
August 12 through September 13, 2023

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1387	08/17/2023	Avanti Company	103.00 · Cash- Nort...		-4,500.00
Bill	133316	07/28/2023		501.50 · O&M Parts ...	-4,500.00	4,500.00
TOTAL					-4,500.00	4,500.00
Bill Pmt -Check	1388	08/17/2023	The City of Titusville	103.00 · Cash- Nort...		-4,540.36
Bill	COT06302023	06/30/2023		501.00 · O&M Operat...	-2,270.18	2,270.18
Bill	COT07312023	07/31/2023		501.00 · O&M Operat...	-2,270.18	2,270.18
TOTAL					-4,540.36	4,540.36
Check	ACH08182023	08/18/2023	Cardmember Service	103.00 · Cash- Nort...		-151.57
				203.50 · Northen Tru...	-151.57	151.57
TOTAL					-151.57	151.57
Bill Pmt -Check	ACH09132023	09/13/2023	Florida Power & Light	103.00 · Cash- Nort...		-13,920.02
Bill	09707-90465Dep	08/17/2023		511.00 · Utilities	-1,631.00	1,631.00
Bill	10457-21402Dep	08/17/2023		511.00 · Utilities	-1,125.00	1,125.00
Bill	11583-90466Dep	08/17/2023		511.00 · Utilities	-707.00	707.00
Bill	48063-21404Dep	08/17/2023		511.00 · Utilities	-809.00	809.00
Bill	50320-71531Dep	08/17/2023		511.00 · Utilities	-1,225.00	1,225.00
Bill	57849-90466Dep	08/17/2023		511.00 · Utilities	-1,574.00	1,574.00
Bill	62923-31409Dep	08/17/2023		511.00 · Utilities	-1,327.00	1,327.00
Bill	67402-01469Dep	08/17/2023		511.00 · Utilities	-1,312.00	1,312.00
Bill	90340-31402Dep	08/17/2023		511.00 · Utilities	-1,340.00	1,340.00
Bill	09707-90465Sep23	09/01/2023		511.00 · Utilities	-365.27	365.27
Bill	10457-21402Sep23	09/01/2023		511.00 · Utilities	-316.66	316.66
Bill	11583-90466Sep23	09/01/2023		511.00 · Utilities	-187.03	187.03
Bill	48063-21404Sep23	09/01/2023		511.00 · Utilities	-230.72	230.72
Bill	50320-71531Sep23	09/01/2023		511.00 · Utilities	-353.38	353.38
Bill	57849-90466Sep23	09/01/2023		511.00 · Utilities	-400.23	400.23
Bill	62923-31409Sep23	09/01/2023		511.00 · Utilities	-338.58	338.58
Bill	67402-01469Sep23	09/01/2023		511.00 · Utilities	-337.52	337.52
Bill	90340-31402Sep23	09/01/2023		511.00 · Utilities	-340.63	340.63
TOTAL					-13,920.02	13,920.02